

# **E-GRANTS CASH REQUEST/ EXPENDITURE REPORT USER GUIDE**

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## E-Grants Payment System

**This is a short instruction manual to help District Clerks/Business Managers navigate the system and enter data to complete and submit their Cash Requests and Final Expenditure Report.**

### **Security Set up to Access Payments in E-Grants (Cash Requests/Expenditure Report)**

The Authorized Representative (AR) has determined who in the district/cooperative should be set up with a User ID and Password to access E-Grants. The AR has also assigned a Security Coordinator for the district/cooperative to access the Security System in E-Grants to set up the type of Financial Roles users should have access to.

There are two types of Financial Group roles in the E-Grants Security System:

- 1) LEA Business Mgr – This Group role will be responsible for approving and formally submitting the Cash Requests and Final Expenditure Report to the OPI as completed and ready for the OPI review and approval. This role can also complete the payment and expenditure report data entry.
- 2) LEA Finan Data Entry – This Group role will be able to enter the Cash Request and Final Expenditure Report data into E-Grants but not have the ability to Submit. This role will complete the data entry and ensure that the Requests are ready for review and approval by the Financial/Business Manager.

Please note: Individuals who are set up with either of the two financial groups above *do not* have the ability for data entry or submission of an application. They only have access to complete the Cash Request/Expenditure Reports portion within E-Grants.

The Security Coordinator must associate you as a user with the correct group (i.e., LEA Finan Data Entry, or LEA Business Mgr) and to each Application you receive for your district (i.e., ESEA/NCLB Consolidated, IDEA Consolidated, Carl Perkins, etc.). You also need to be associated to all of the districts/cooperatives for which you are a district clerk/business manager.

Find out which Security Forms must be completed for access to E-Grants on the Web at: <http://opi.mt.gov/ITProjects/E-Grants.html> under the Training and Instructions tab. There is also an "E-Grants Security Coordinator Instructions" document for using the E-Grants Security System.

## Tips for Navigating in the Payment System and Application

There are several links in the **upper-right corner of each screen** that may be used at any time.

Click to Return to Application Select – returns the user to the Application Select screen. At this screen the user may **Open** the application or access the **Print All** button (see instruction on the E-Grants website under Training and Instructions).

Click to Return to Menu List – This link returns the user to the list of options on the **Menu List** screen. This screen displays all the grant applications the user has been given access to by the district's security coordinator.

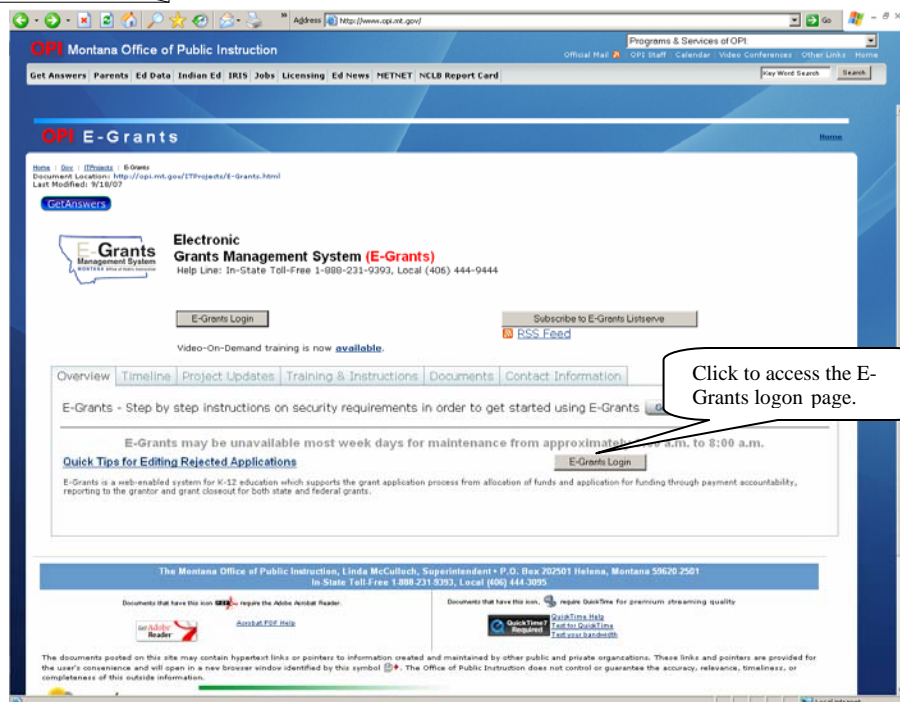
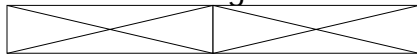
Sign Out – This link logs the user out and returns to the login screen. **Always use this link when leaving the application.**

Each page within the application has a link in the upper-right corner of the page called **Instructions**. This link takes the user to an instruction sheet specific to that page. Please review the instructions for a page before calling the OPI with questions.

All working pages within the application have a button called **Save Page**, which must be clicked to save any entries or changes made to the page. In some cases, the data on the page is prefilled from another part of the application, and no entries are made by the user. However, if there is a Save Page button, the user must click the button to save the data in the current page. The button is usually found at the bottom of the page.

## Accessing E-Grants and the Payment (Cash Request/Expenditure Report) System

1. Open Internet Explorer. Go to the OPI website at [www.opi.mt.gov](http://www.opi.mt.gov). Under Programs & Services of OPI select and click on E-Grants under Popular Links. Click on the E-Grants Login button.



2. Enter your User ID and Password on the Logon Page. Click the "Logon" button.

The screenshot shows the OPI E-Grants System Logon Page. The browser address bar displays <https://test.egrants.opi.mt.gov/opi/egrantsweb/logon.aspx>. The page header includes the OPI E-Grants System logo and a link to the OPI Home page. The main content area features a welcome message: "Welcome to the Office of Public Instruction (OPI) E-Grants System". Below this, it prompts the user to enter their User ID and Password. There are input fields for "User ID:" and "Password:", followed by "LOGON" and "Public Access" buttons. A link to "Instructions" is also present. At the bottom, there is a footer with contact information for the Montana Office of Public Instruction, Linda McCulloch, Superintendent, and a disclaimer about the system's commitment to equal employment opportunity.

3. You are now at the "Menu List" web page. Select the Formula or Competitive Grant from the list on this page (e.g., ESEA/NCLB Consolidated). Click on the application you want.

The screenshot shows the OPI E-Grants System Menu List page. The browser address bar displays <https://test.egrants.opi.mt.gov/opi/egrantsweb/StaticPages/MenuList.aspx>. The page header includes the OPI E-Grants System logo and links to OPI Home, Sign Out, and Instructions. The main content area features a "Menu List" section with the text: "You have been granted access to the forms below". Below this, there is a list of applications: "Formula Grant", "ESEA / NCLB Consolidated", and "IDEA Consolidated". A callout box points to the "ESEA / NCLB Consolidated" link with the text: "Click the application you want to open". Below the list, there is a note: "If the form you need is not listed, contact your Security Coordinator :". At the bottom, there is a footer with contact information for the Montana Office of Public Instruction, Linda McCulloch, Superintendent, and a disclaimer about the system's commitment to equal employment opportunity.

4. You are now at the "Application Select" web page. Click on the radio button of the application you want to request funds for. Then Click on the "Payments" button.

Address: https://test.egrants.opi.mt.gov/opigmsweb/StaticPages/Orselect.aspx?appsaid=12412661119215616

**OPI E-Grants System**

Applicant Name: Upper West Shore Elem Legal Entity: 1211

Application Select - ESEA Consolidated

Select an application from the list(s) below and press one of the following buttons:

Open Application Payments Print All

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date	Consulting
<input type="radio"/>	08-ESEA-00 Amendment 1			Not Submitted		
<input type="radio"/>	08-ESEA-00 Original Application	08-03-2007	08-13-2007	Final Approved	08-13-2007	

user ID: upperwestelembsmgr

Click the radio button

Then click Payments

5. You are now at the "Payment Summary" web page. Click on the "Instructions" Link to review the instructions for this page. Click "View Cash Request /Expenditure Reports" to access cash request & expenditure reports.

Address: https://test.egrants.opi.mt.gov/opigmsweb/StaticPages/ApplicationSelect.aspx?appsaid=12412661119215616

**OPI E-Grants System**

Applicant Name: Upper West Shore Elem Application: 2007-2008 Original Application Legal Entity: 1211

Payment Summary

Vendor 0000023540 001

View Cash Request/Expenditure Reports

Payment Summary as of 9/20/2007

	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVB
<b>Current Grant Year Allocation</b>	\$3,034	\$0	\$6,397	\$55	\$0	\$226	\$205	\$0
(+/-) Adjustments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(+/-) Consortiums	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(+/-) Transfers	\$3,363	\$3,034	(\$6,397)	\$0	\$0	\$0	\$0	\$0
<b>Total Funds Available</b>	\$6,397	\$3,034	\$0	\$55	\$0	\$226	\$205	\$0
<b>Anticipated Payments</b>								
Auto-Scheduled	\$4,212	\$0	\$0	\$0	\$0	\$106	\$0	\$0
Cash Requests	\$2,085	\$3,034	\$0	\$55	\$0	\$120	\$205	\$0
<b>Total</b>	\$6,397	\$3,034	\$0	\$55	\$0	\$226	\$205	\$0
<b>Pending Payments</b>								
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Approved Cash Requests	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Completed Payments</b>								
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Requests	\$639	\$0	\$0	\$42	\$0	\$0	\$205	\$0
<b>Total</b>	\$639	\$0	\$0	\$42	\$0	\$0	\$205	\$0
<b>Remaining Payments</b>								
Auto-Scheduled	\$4,212	\$0	\$0	\$0	\$0	\$106	\$0	\$0
Cash Requests	\$1,446	\$3,034	\$0	\$13	\$0	\$120	\$0	\$0
<b>Total</b>	\$5,758	\$3,034	\$0	\$13	\$0	\$226	\$0	\$0

user ID: upperwestelembsmgr

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In State Toll Free 1 888 231 9393, Local (406) 444 3095

Click to access the Cash Request/Expenditure Reports page

Instructions Link

## 6. You are viewing the "Cash Request/Expenditure Report Menu"

The screenshot shows the "E-Grants System" interface in a Microsoft Internet Explorer browser. The address bar shows the URL: <https://test.egrants.opi.mt.gov/opigmsweb/Payments/FinancialSelect.aspx>. The page title is "E-Grants System".

At the top, there is a header area with "Legal Entity: 1211" and "OPI Home" link. Below this, the "Cash Request/Expenditure Report Menu" is displayed. The "Program" dropdown menu is set to "IDEAB".

The "Cash Requests" section contains a table with the following data:

Select	Cash Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Cash Request 1	9/24/2007			Not Submitted	

Below the "Cash Requests" table is the "Expenditure Report" section, which also contains a table with the following data:

Expenditure Report	Final	Date Created	Date Submitted	Final Approval	Status	Status Date

At the bottom of the page, there is a footer area with contact information for "The Montana Office of Construction, Linda McCulloch, Superintendent" and a "Contact Us" link.

Instructional callouts are present throughout the interface:

- Step 1: Select the Program from drop down list.** (Points to the "Program" dropdown menu)
- To open an existing request, click here to select a request...** (Points to the "Select" column in the "Cash Requests" table)
- then, click Open Request** (Points to the "Open Request" button)
- To create a new cash request, click Create New Request** (Points to the "Create New Request" button)
- To review the status of a cash request, click the radio button at left to select the request, then click Review Summary** (Points to the "Review Summary" button)
- One final expenditure report is required. It is due at the end of the project period. Click to create the final expenditure report.** (Points to the "Create Expense Rep" button)
- You can delete (withdraw) a cash request or expenditure report that has not been submitted to the OPI.** (Points to the "Delete Request" and "Delete Expense Rep" buttons)

## 7. You are viewing the Cash Request Web page.

**OPI E-Grants System**

Applicant Name: Upper West Shore Elem  
Application: 2007-2008 Original Application

Entity: 1211

Click for descriptions of Object Codes

**Step 2:** Write a brief explanation of your request.

**Step 3:** Enter amount of request. Use whole dollars only and omit decimal places

**Step 1:** Select the object code for which cash is being requested.

Indirect cost draw is automatically added, if budgeted.

Click to create additional lines.

**Step 5:** Click to display the final approved budget by object code.

**Step 4:** Enter the last date of the month for which you are claiming a reimbursement or advance.

**Step 6:** Click Save Page and Submit .  
Only the LEA Business Mgr role has access to submit a cash request.

Object Code	Expenditure Description and Itemization (1000 Character Maximum)	Final Approved Budget	Previously Requested	Cash Request	Delete Row
200	September payroll	\$510	0	\$500	<input type="checkbox"/>
	(1000 Character Maximum)	0	0	0	<input type="checkbox"/>
	(1000 Character Maximum)	0	0	0	<input type="checkbox"/>
	(1000 Character Maximum)				
Indirect Cost Approved Rate 4.4400 % Derived Rate 4.4238 %		\$271	Total \$27	\$500	
			Total \$22	\$522	

Vendor Invoice Number: 2110809002  
End Period Expense (MM/DD/YYYY): 09/30/2007

**RECAP**

	Amount	by Fund Source
Grant Award (Allocation)	\$6,397	
Approved Budget	\$6,397	
Amount Paid To Date	\$639	\$639
Expenses To Date	\$0	\$639
Balance Due LEA	\$0	
Funds on Hand	\$639	

Save Page Submit



8. You are viewing the Expenditure Report web page.

eGMS Payments - Microsoft Internet Explorer

Address: https://test.egrants.opi.mt.gov/opiweb/Payments/FinancialRpt.aspx?appsysid=75504099137818624

Applicant Name: Upper West Shore Elem      Legal Entity: 1211  
 Application: 2007-2008 Original Application

Click to Return to Application Select  
 Click to Return to CashReqst/Expend Menu  
 Click to Return to Payment Summary  
 Click to Return to Menu List / Sign Out

**Periodic Expense Report 1**

Program: IDEAB

Object Code	Expenditure Description and Itemization	Final Approved Budget	OPI Funds Released	Previously Reported Expended	Accumulated Expenditure to Date
100	Personal Service- Salaries	\$5,000	\$0	\$0	5000
200	Employee Benefits	\$2,412	\$0	\$0	2412
300	Purchased Professional and Technical	\$0	\$0	\$0	0
400	Purchased Property Services	\$0	\$0	\$0	0
500	Other Purchased Services	\$0	\$0	\$0	0
600	Supplies	\$0	\$0	\$0	0
700	Property & Equipment	\$0	\$0	\$0	0
800	Other Objects	\$0	\$0	\$0	0
900	Transfers	\$0	\$0	\$0	0
<b>Totals:</b>		\$7,412	\$0	\$0	\$7,412
Indirect Cost Approved Rate 4.4400 % Derived Rate 4.4388 %		\$329	\$0	\$0	\$329
<b>Totals:</b>		\$7,741	\$0	\$0	\$7,741

Calculate Totals      Expenditure Period End Date: 8/10/2008

**RECAP**

	Amount
Grant Award (Allocation)	\$7,741
Approved Budget	\$7,741
Amount Paid To Date	\$0
Expenses To Date	\$7,741
Balance Due LEA	\$7,741
Funds on Hand	(\$7,741)

Final Expenditure ☒

Check Final Expenditure box

Save Page      Submit to OPI

Click Save Page and Submit to OPI.

Only the LEA Business Mgr role has access to submit.

Local intranet

This is a final close-out report. Enter accumulated expenditures through the end of the project period.

Select final expenditure report date from drop down list

## 9. Review Summary

After the accountant has reviewed the Cash Request, the Business Manager will receive an email indicating whether the Cash Request has been approved or been returned for changes.

To access the comments for either approved or returned Cash Requests:

- select the appropriate application from the Menu List,
- select the appropriate radio button on the Application Select page
- click on Payments
- on the Payment Summary page, click "View Cash Requests/Expenditure Reports"
- select the appropriate program from the drop down menu
- select the appropriate Cash Request
- click "Review Summary"
- select the most current round, if more than one
- click "Review Checklist" to view the comments

To return to the Cash Request and make the necessary changes:

- click on Return to CashReqst/Expend Menu in the upper right hand corner
- select the appropriate Cash Request
- make the necessary changes or provide an explanation to the accountants comments
- calculate totals
- save page
- submit